

To,

*The HR/ Project Director*

SUBJECT:     **APPLY FOR “DATA ENTRY OPERATOR (PPS-04)”.**

Dear Sir

Thank you for the opportunity to apply for the **Data Entry Operator** role at your Organization. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have necessary skills to successfully do the job adeptly and perform expectations.

I am hard-working college student (1<sup>st</sup> Division, BSc in Science) currently working for Mohit Computers & Powder Photostat Umerkot as a Data Entry Operator / Office Assistant. During the course of my academic career, I also managed to accrue nearly above 5 years of work experience. Here I learned valuable professional skills such as Microsoft Office (MS Word, MS Excel, and MS Power Point), Adobe Photoshop, Corel Draw, Data Entry, Internet Works, English, Urdu & Sindhi Typing, and more of them. In both my academic and professional life, I have been consistently praised as results-oriented by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven writing, problem-solving, and management skills, which I hope to leverage into the **Data Entry Operator** role at your organization.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at +92-311-3241943 or via email at [dkmarwani@gmail.com](mailto:dkmarwani@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

**Dileep Kumar**

Cell# +92-311-3241943  
[dkmarwani@gmail.com](mailto:dkmarwani@gmail.com)



## **PROFILE**

A highly organized and hard- working individual looking for a responsible position to gain practical experience, exceptional hardworking nature along with good Computer skills to explore the requirements and come up with innovative solutions.

## **CONTACT**

+923113241943

+923452754227

## **EMAIL:**

dkmarwani@gmail.com

## **PERSONAL INFORMATION**

|               |                 |
|---------------|-----------------|
| NAME          | Dileep Kumar    |
| FATHER'S NAME | Kewal           |
| DATE OF BIRTH | 23/02/1996      |
| CNIC NO.      | 44401-9049409-1 |
| MARITAL       | Married         |
| STATUS        |                 |
| NATIONALITY   | Pakistani       |

## **POSTAL ADDRESS**

C/o Dileep Kumar Mohit Computer  
Near Medina Masjid Thar Bazar Road  
Umerkot.

## **PERMANENT ADDRESS**

C/o Village Padmoon Bheel Mandhal  
Chhore Road Umerkot Taluka and  
District Umerkot

# **DILEEP KUMAR**

## **EDUCATION**

**Bachelor in Science from University of Sindh Jamshoro.**

2018 1<sup>st</sup> Class (61%)

**Intermediate (Pre Medical) from BISE Mirpurkhas.**

2014 "B" Grade (62%)

**Matriculation (Science) from BISE Mirpurkhas.**

2012 "B" Grade (61%)

## **DIPLOMA**

**Diploma in Information Technology (DIT)**

**From SBTE Karachi 2019 "B" Grade**

## **OTHER COURSE**

- ✓ **04 Month Computerized Accounting Course**  
**Project of BBSYDP from Sys Tech Computer Center**  
**Umerkot 2016.**
- ✓ **04 Month Computer Short Course**  
**From Sys Tech Computer Center Umerkot 2019.**

## **EXPERIENCE**

- ✓ **Computer Operator**  
**at Mohit Computer Umerkot From 2015 to Continue.**
- ✓ **Computer Operator**  
**at Paradise White Rose Public School Umerkot 2019.**

## **SKILLS**

- ✓ MS Office
- ✓ Communication
- ✓ Team work
- ✓ Composing English, Urdu, Sindh

## **LANGUAGE**

- ✓ English
- ✓ Urdu
- ✓ Sindhi